

Direct Certification



The direct certification contact will enter the [Direct Certification Web Application](#) site by logging in with the assigned User ID and password. The first page to display will be the *Confidentiality Acknowledgement* page as shown below.

A user will enable the application once the confidentiality terms are accepted by pressing the **Accept** button.

The screenshot shows a web browser window displaying the 'Direct Certification' page for the Connecticut State Department of Education. The page title is 'Confidentiality Acknowledgement'. The header includes the 'CT.gov' logo and a navigation bar with links: Home, Review Matched, Case Management, State Wide Search, Upload, and Settings. The main content area contains a paragraph of text explaining the confidentiality of the data collection and the user's agreement to the terms. Below the text are two buttons: 'Accept' and 'Decline'. A red arrow points to the 'Accept' button. At the bottom of the page, there is a footer with the text 'Copyright © 2015 State of Connecticut.'

Direct Certification
Connecticut State Department of Education

Home Review Matched Case Management State Wide Search Upload Settings

Confidentiality Acknowledgement

The Direct Certification data collection contains personally identifiable information that is confidential pursuant to federal and state law. By logging onto and accessing Direct Certification, I hereby acknowledge that the information contained therein shall only be disclosed to the authorized personnel as outlined in Part 7 in the U.S. Department of Agriculture's [Eligibility Manual for School Meals](#). I further agree that I will only use this information for the Connecticut State Department of Education's conduct of business and I understand that there are penalties for improper disclosure established by the National School Lunch Act (i.e., a fine of not more than \$1000 or imprisonment of not more than one (1) year, or both, for publishing, divulging, disclosing, or making known in any manner or extent not authorized by Federal law, any eligibility information.) This includes the disclosure of eligibility information by one entity authorized under the NSLA to receive the information to any other entity, even if that entity would otherwise be authorized to receive the information directly from the determining agency.

I have read and I agree to the terms of this site.

Accept Decline

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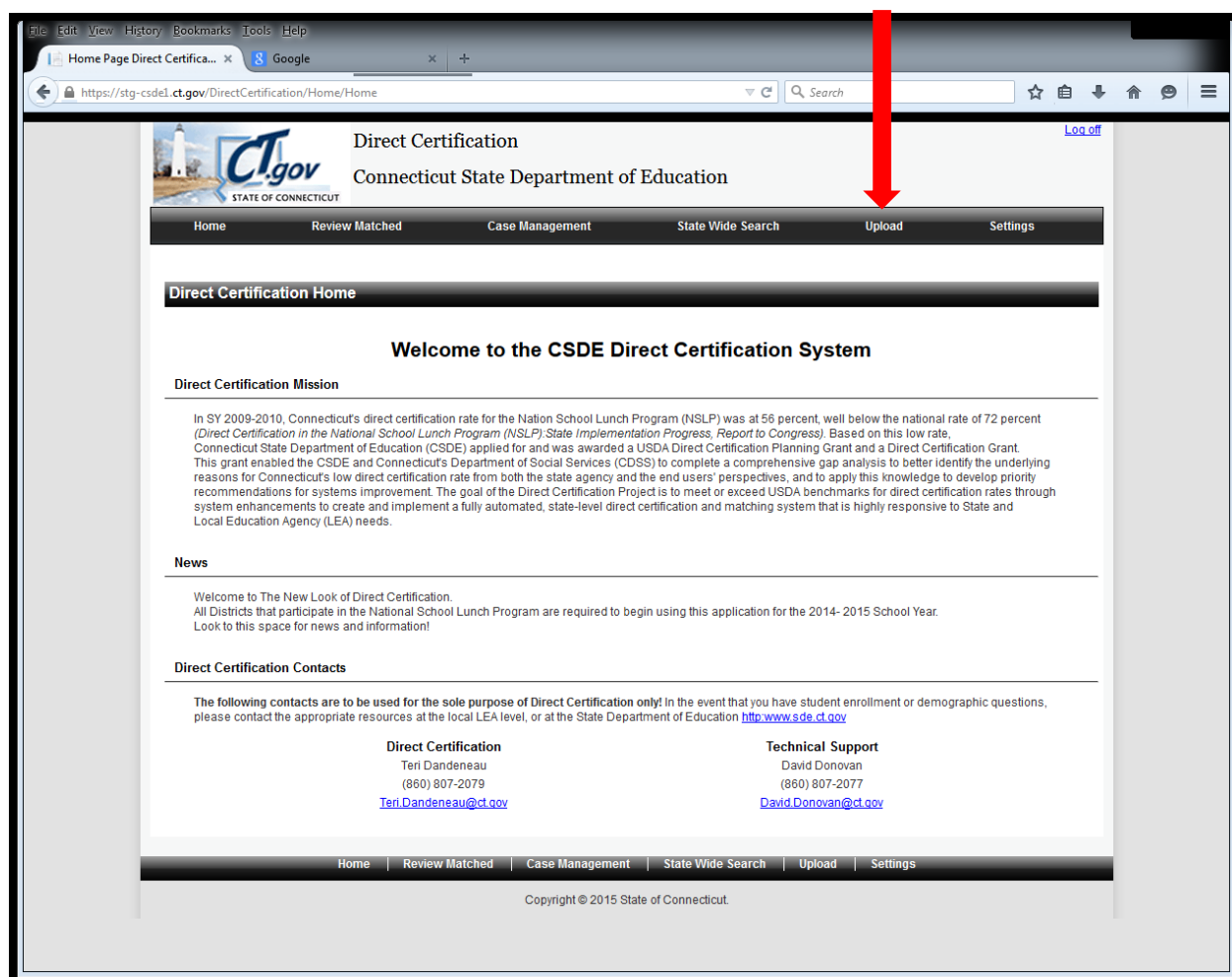
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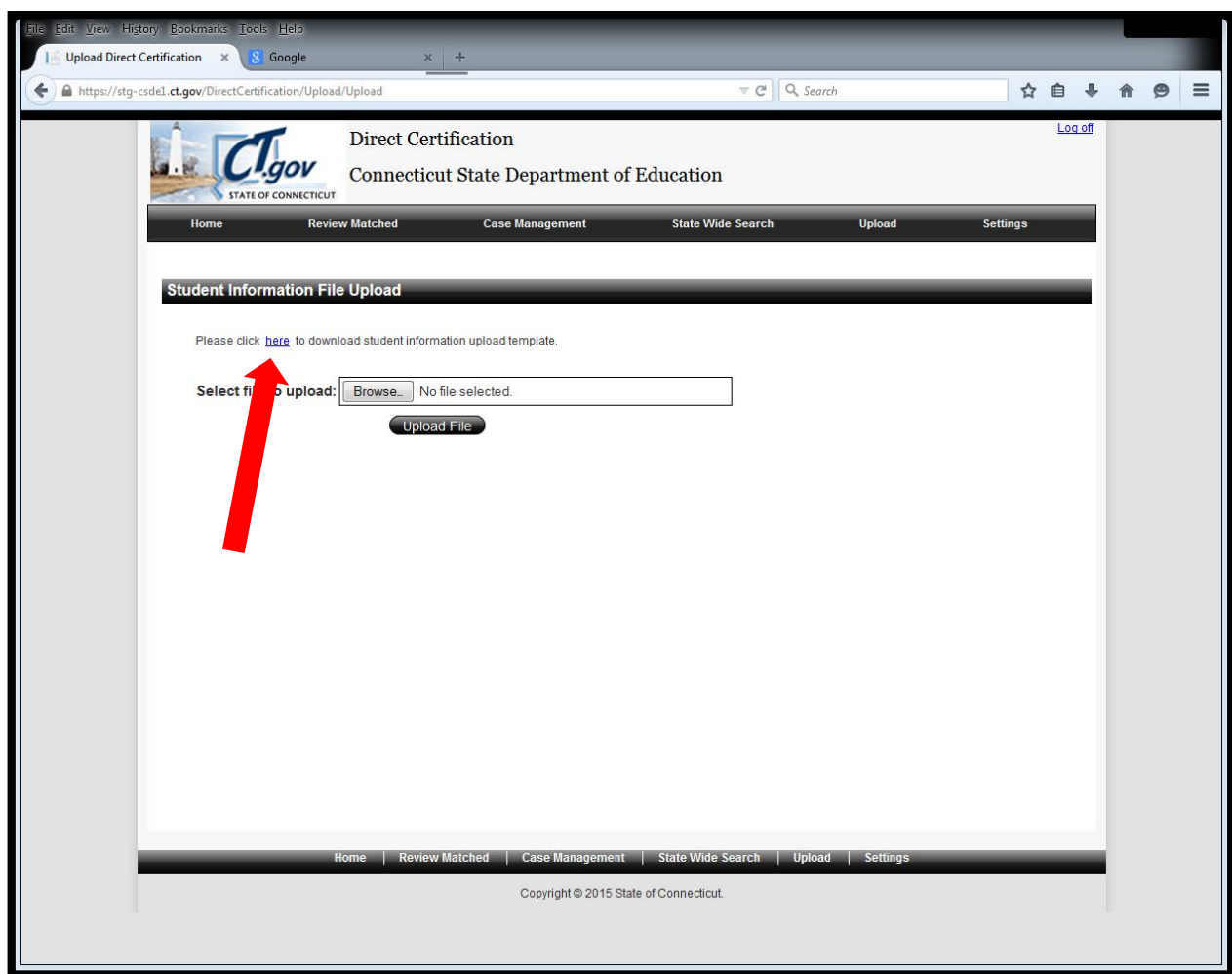
Upload - A new tab has been added to the tab bar on the top of the page labeled **Upload**. Private schools will select this tab to begin the process of uploading the school's student enrollment information.



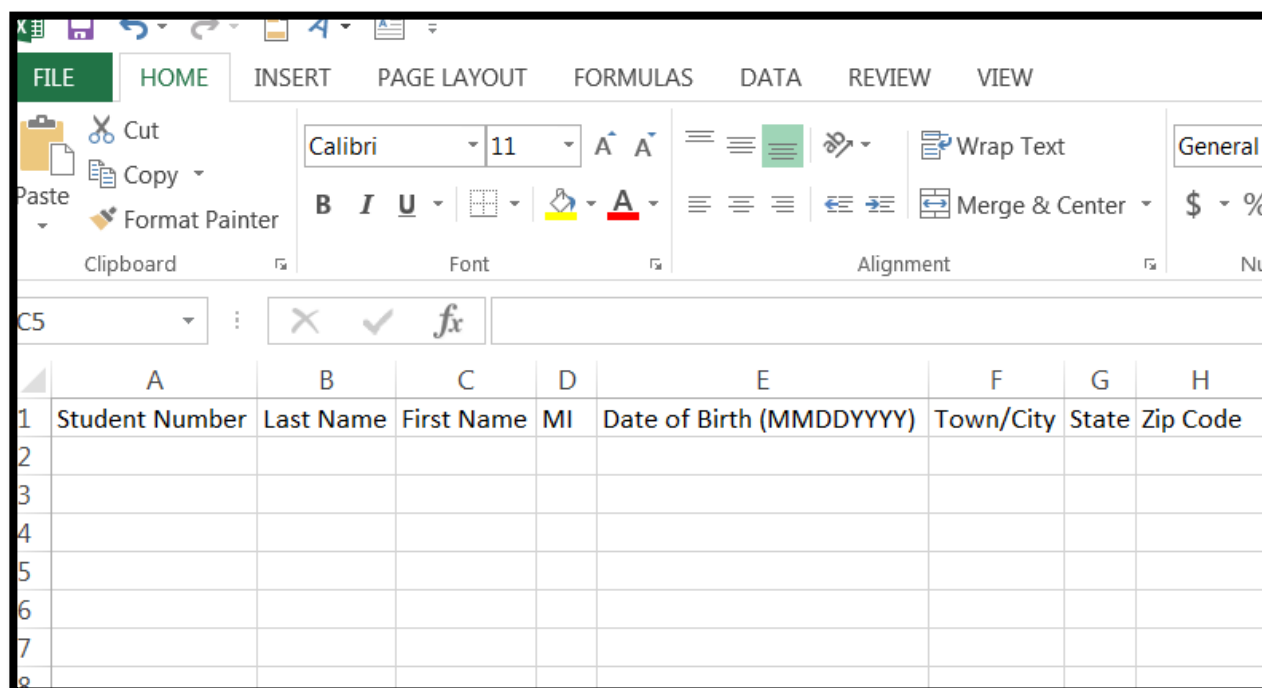
The private school user will see the *Student Information File Upload* page displayed.

The first thing the user must do is click on “here” to download the *Private School Enrollment Template*. This template is to be used to upload the school’s enrollment data to be matched against the Department of Social Services (DSS) client list to determine if the student is automatically eligible for free meal/milk benefits.

Important: This is the only file layout that will work with the matching process. Data must be saved in a CSV format, with the extension **.csv**. (Note that “CSV” stands for Comma Separated Variable.)



For ease of use, the template will look like an Excel spreadsheet:



Certain fields are required, while others are optional. For example, a student identifying number must be assigned to each student and must be unique to each student enrolled in the school. If the students do not have a number, a sequential number can be assigned for each student (e.g., 12345, or 02468).

In summary, note the required fields outlined below:

FIELD	REQUIRED
STUDENT NUMBER	YES
LAST NAME	YES
FIRST NAME	YES
MIDDLE INITIAL	NO (OPTIONAL)
DATE OF BIRTH	YES
TOWN/CITY	NO (OPTIONAL)
STATE	NO (OPTIONAL)
ZIP CODE	NO (OPTIONAL)

Additionally, please note the following:

- Student number allows for up to 10 characters maximum.
- Full student names must be entered into the spreadsheet.
- Do not use nicknames or shorter versions of names.
- Date of birth must be in the **MMDDYYYY** format (e.g., 02042008). Note that the leading zero will not appear when entering the date. For example, 02152004 will appear as 2152004. Do not use dashes, hyphens or slashes between the numbers.
- When the data is completely entered into the file, the file **MUST be saved as a CSV file**, with the extension of .csv. (Note that it will default to this extension when using the template). In addition, the Upload template appears as an Excel Program Spreadsheet for Schools to enter enrollment data. However, when saved as a CSV file, an information message may appear indicating that some Excel functions may be lost. Press the “Save” button since the Excel function is not used in the CSV file.

The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F	G	H
1	Student Number	Last Name	First Name	MI	Date of Birth (MMDDYYYY)	Town/City	State	Zip Code
2								
3								
4								
5								
6								
7								
8								

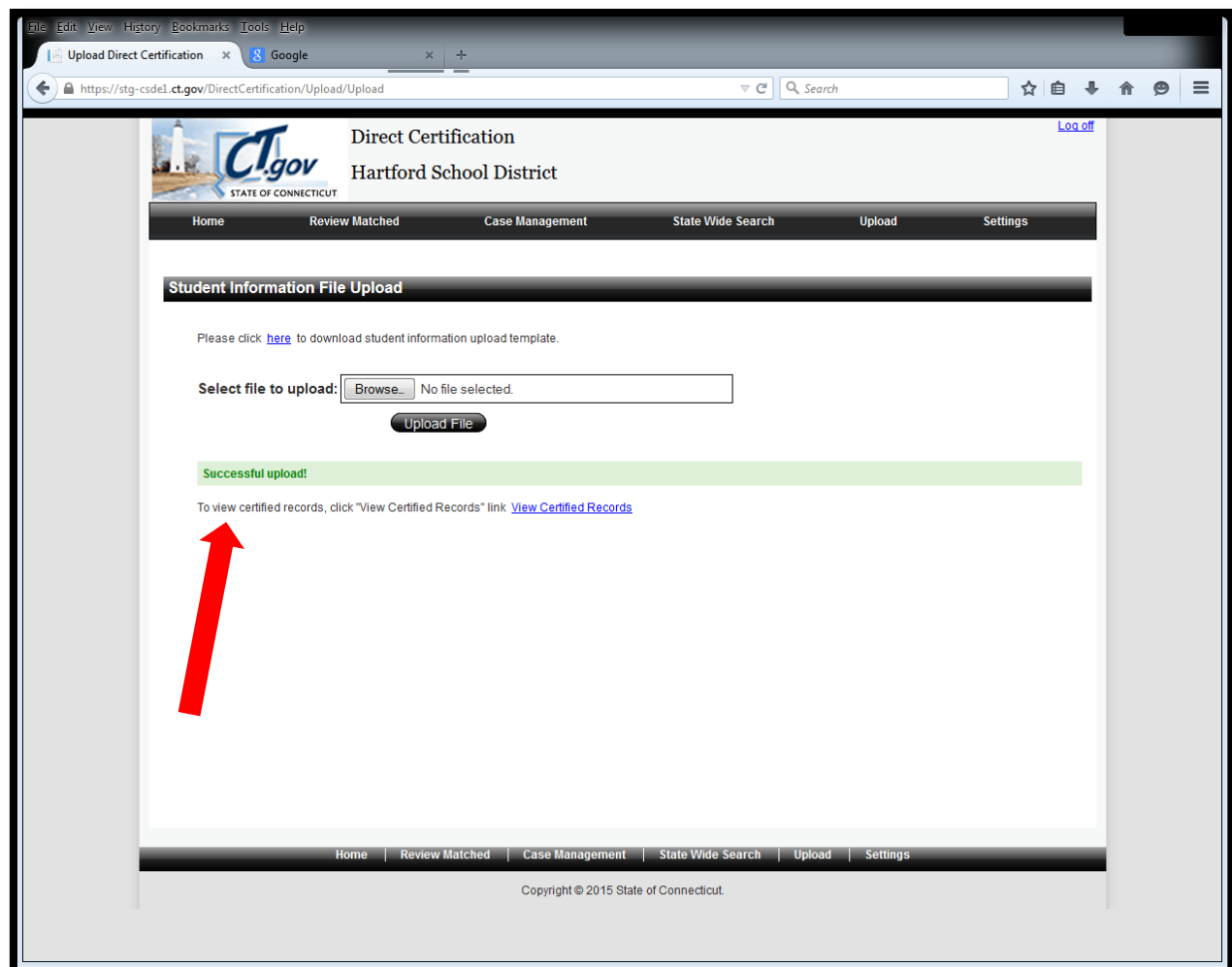
The spreadsheet is displayed in the Excel application window, showing the ribbon with tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME tab is active, showing options for Clipboard, Font, and Alignment. The formula bar shows the active cell is C5.

Once the file is completed and saved, the user can then process the upload of the file.

The user will have the option of entering the name of the saved file, or pressing the **Browse** button to search the directories for the location of the saved file.

Once the file is selected, press the **Upload File** button. The match process will now begin. If there are errors in the file, a message will display with the line number and error description. The Upload File process will begin again once the errors are corrected.

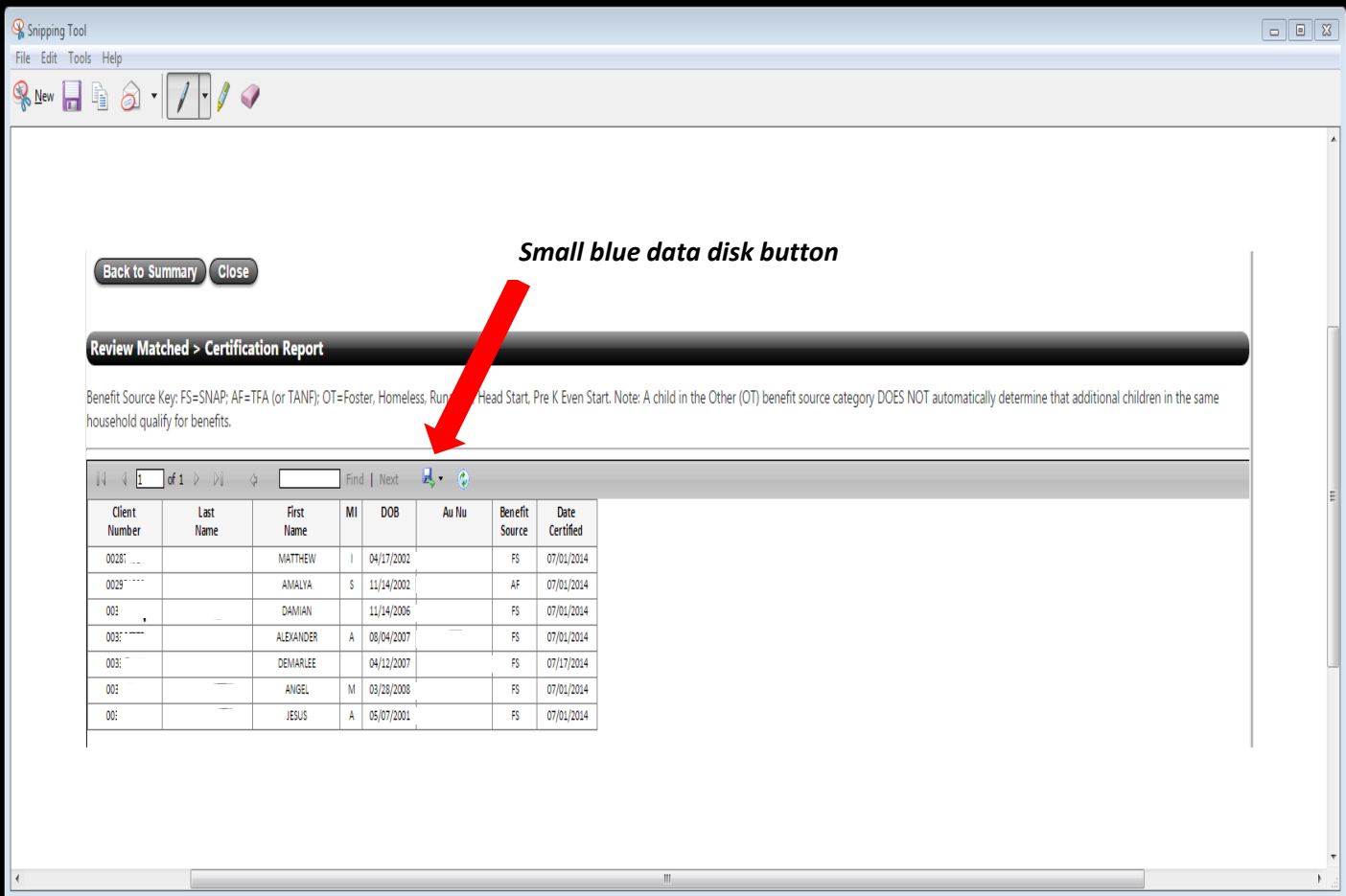
Once completed, the user will receive a “Successful upload” message on the screen as shown below.



Once there is a successful match process, the matched report will be displayed on the screen. To download the report, select the small blue data disk button on the report header. Multiple options will be available to save the report (i.e., Excel, CSV, XML, Word, etc.)

Important: The CT State Department of Education (CSDE) **does not** store private school data.

The private schools are responsible for saving this data for future reporting requirements and for audit purposes.



Small blue data disk button

Back to Summary Close

Review Matched > Certification Report

Benefit Source Key: FS=SNAP; AF=TFA (or TANF); OT=Foster, Homeless, Runaway, Head Start, Pre K Even Start. Note: A child in the Other (OT) benefit source category DOES NOT automatically determine that additional children in the same household qualify for benefits.

Client Number	Last Name	First Name	MI	DOB	Au Nu	Benefit Source	Date Certified
00287		MATTHEW	I	04/17/2002		FS	07/01/2014
00297		ANALYA	S	11/14/2002		AF	07/01/2014
003		DANIAN		11/14/2006		FS	07/01/2014
0031		ALEXANDER	A	08/04/2007		FS	07/01/2014
0031		DENMARLEE		04/12/2007		FS	07/17/2014
003		ANGEL	M	03/28/2008		FS	07/01/2014
003		JESUS	A	05/07/2001		FS	07/01/2014

IMPORTANT POINTS TO REMEMBER

- ☐ The user must use the **.csv template** when uploading files.
- ☐ The user can repeat the upload process multiple times.
- ☐ The user must save the file in the format of their choice in order to keep the results. The CSDE does not save the matched data for private schools.
- ☐ To validate an individual student, it is recommended that the State Wide Search function be used. If a match is found, save a copy of the screen as evidence for future reporting/auditing.
- ☐ If the user has a student that did not match on the report and the school believes the student should have matched, the direct certification contact person should use the **State Wide Search**. This allows for partial name searches. It is possible that the DSS client list and the school enrollment name and/or Date of Birth can be recorded differently for a student.
- ☐ Refer to the USDA [*Eligibility Manual for School Meals*](#) for questions regarding direct certification and eligibility.